Decision Owner Confirmation

Decision	[Decision statement]
Decision owner	[Name or role]
Decision deadline	[Day, date, time]
Inputs due by	[Day, date, time]
Required inputs	[Role 1; Role 2; Role 3]
Escalation if stuck	[Name/role and time]
Reopen trigger	[Evidence that allows reopening]
Record location	[Link or location]

How to use

Confirm one owner, timing, required inputs, escalation, and a clear rule for reopening.

Fill the table on the first page, then share the filled table with the decision owner.

Use this right after you identify a recurring decision that is slowing delivery. The goal is to remove uncertainty about who closes the call and when.

Write the decision as a single sentence that cannot be stretched. Avoid broad themes like "alignment." Good statements name a boundary choice.

If the proposed owner hesitates, tighten the inputs, escalation, and reopen trigger. Inputs protect the owner from blind spots. Escalation protects the owner from being stuck alone. Reopen trigger protects everyone from endless resets.

Keep required inputs to two to four. If someone wants to be included, ask what risk they are protecting and whether that risk is a hard constraint. Hard constraints belong in required inputs. Opinions and preferences can come as optional input.

If someone tries to block without naming evidence, point them to the reopen trigger line. Ask what would be true in the real world that changes the call. If they cannot name it, keep the decision on track and close it by the deadline.

Filled example

Decision	Lock launch date for Release 3
Decision owner	Product lead
Decision deadline	Fri Jan 16, 3:00 PM
Inputs due by	Thu Jan 15, 12:00 PM
Required inputs	Engineering lead; Marketing lead; Operations lead
Escalation if stuck	GM, Thu Jan 15, 5:00 PM
Reopen trigger	Forecast changes by 15% or more, or a critical dependency slips by 2+ weeks
Record location	Decision Log row: 2026-01-16 (link)